

# Programming Policy

Scope of Policy – Events and Programs			
<i>Scope:</i>	All employees and community members seeking to partner with the library on an event or program.	<i>Effective Date:</i>	06/10/2019

General Policy/Purpose
<p>Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at locations in the community, or online. Library programs include, but are not limited to: book talks, demonstrations, discussion groups, film showings, interactive presentations, lectures, and panel discussions, performances, puppet shows, readings, story times, tours, training sessions, tutorials, and workshops.</p> <p>The purpose of Library programming is to:</p> <ul style="list-style-type: none"><li>• Encourage the use of the Library and its resources.</li><li>• Promote early literacy, acquisition of skills, and a life-long love of reading and learning.</li><li>• Present information on issues of current interest.</li><li>• Foster cultural awareness and civic engagement and discourse.</li><li>• Facilitate the sharing of local talent, knowledge and expertise.</li></ul>

Provisions
<p><b>Programming Partnership</b></p> <p>The Library encourages and welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, the Library will consider partnership based on the following criteria:</p> <ul style="list-style-type: none"><li>• The program fulfills the purpose of a Library program, as defined above.</li><li>• The program supports the Library’s mission and strategic priorities.</li><li>• The resources needed to accomplish the program are available and appropriate.</li></ul> <p>Programming partners are expected to actively participate in the development, promotion, presentation and evaluation of programs.</p> <p>The Library’s role includes but is not limited to: facilitating and approving program design, furnishing appropriate space and equipment, coordinating promotion, and offering supplementary Library resources.</p> <p><b>Content</b></p> <p>The Library’s goal in programming is to connect members of our community with a wide variety of ideas and perspectives. Program content is determined by the presenters. The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.</p> <p>Presentation of a program does not constitute the Library’s endorsement of the content or views expressed by participants.</p> <p><b>Charges, Sales, and Fundraising</b></p>

All Library programs will be offered free of charge. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information may not promote his or her specific business interest. Solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.

Fundraising and sales during events are permitted with prior approval in the following circumstances:

- For fundraising to benefit the Library by the Marion Public Library Friends, Foundation or the Library itself.
- For sale of items created by authors and artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Board.

## **Attendance**

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program. Programs designed for a general audience have no age restrictions.

- Attendance may be limited if the number of participants reaches the room capacity established by the Marion Fire Department.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age.

Note: In the case of film programs, the Motion Picture Association of America ratings may be provided for information only. It is the responsibility of parents or legal guardians, not Library staff, to guide use of the library and its resources and services.

## **Evaluation**

Programs will be evaluated based on data collected from the audience, program partner(s), and staff.

## **Expressions of Concern**

The Marion Public Library Director and the Board of Trustees welcome feedback from patrons. Any concerns will be handled promptly and courteously.

## **References**

This policy has been developed in concert with the following American Library Association Guidance Documents:

Libraries: An American Value

*Library Bill of Rights*

Freedom to View